



## **Governor's Honor Awards FAQs for Supervisors**

### **Who is eligible for consideration?**

All classified full-time, part-time and wage employees may be nominated for the awards. Individuals or group leaders may request that their direct supervisor review their accomplishments to determine if they meet award criteria.

### **An employee has approached me about a nomination. What do I do next?**

First, determine which category you think the employee's accomplishment best describes. Then consider the following:

- What significance does this contribution have to your overall business needs?
- How has this contribution helped the Agency meet its mission?
- In what ways does this contribution substantially exceed normal job expectations?
- How has the Agency or Community benefited from this contribution?

Next, discuss this nomination with the Human Resources Director to determine if all criteria for a nomination has been met. You can assist with strengthening the nomination by providing documentation or direct examples of the contribution.

### **Can anyone submit a nomination for a Governor's Award?**

State agencies nominate employees for the Governor's Awards. Nomination forms and instructions are sent to all Agency Heads and HR Directors with criteria and details regarding the submission process. Each agency's process for determining nominees may be different, however **supervisors are encouraged to discuss nominations with their Human Resources Director to ensure all nominees meet vetting criteria.** Supervisors are permitted to complete the nomination form, but must ensure that the HR Director or other designated point of contact has recorded the nomination for the agency summary list. Many agencies allow employees to nominate their colleagues for agency awards that may be eligible for consideration as a Governor's Honor Award nominee.

### **What are the categories?**

The categories for the Governor's Awards are:

- Enhancing the Prosperity and Quality of Life in Rural Virginia
- Diversification of Energy Sources
- Ensuring Access to Skilled Workers through Workforce Development Programs
- Administration Excellence
- Personal and Professional Excellence
- Support Service
- Diversity, Inclusion and Outreach
- Creative Customer Service
- Heroism
- Public Service
- Public-Private Partnership

**Who selects the Governor's Award recipients?**

Recipients are selected as the result of a two-tiered judging process by the Governor's Awards Committee, which consists of the Governor's Cabinet, Cabinet deputies and agency heads.

**Will there be a special ceremony to honor award recipients?**

The Governor's Awards ceremony will be held at the Executive Mansion on **September 18, 2019**. Award recipients will receive a certificate signed by the Governor, a medal commemorating their achievement, and a \$500 prize sponsored by the Virginia Credit Union.

**Can others participate in the ceremony?**

Runner up nominees will be invited to attend the awards ceremony. Attendance is dependent upon supervisor and HR approval for all invitees.

Have more questions? Send an email to [DHRMHonorAwards@dhrm.virginia.gov](mailto:DHRMHonorAwards@dhrm.virginia.gov)